

APPENDIX 1

DIRECTION AND COORDINATION

I. INTRODUCTION

A. Purpose

This appendix outlines the roles and responsibilities of participating organizations in providing effective direction and coordination of emergency management activities.

B. Scope

This document does not address the internal direction, control and coordination mechanisms and functions of participating organizations or jurisdictions, which are unique to each organization and beyond the scope of this plan.

This appendix does address the centralized and de-centralized direction, control, and coordination functions of the Regional Disaster Plan. It includes a basic concept of coordination for individual disciplines (police, fire, EMS, schools, public works, health/human services) and the three Emergency Coordination Zones in King County. It outlines the role of the King County Emergency Operations Center/Coordination Center (EOC/ECC) and addresses the protocols for inter-operability among organizations participating in this regional plan.

C. Situation

1. The established three county fire coordination zones will also be used in this plan as “emergency coordination zones” to maintain a manageable span of control in disaster operations. Each zone will have pre-coordinated protocols for executing certain disaster functions. The King County Emergency Operations Center (EOC) serves as an information clearinghouse among the zones.
2. Participating disciplines (police, fire, water/sewer, public works, schools, health/human services, business/industry) will develop mechanisms for sharing information and coordinating activities to support this plan. An emergency planning committee within

each zone will develop internal and external coordination protocols and procedures that are included in the Concept of Operations section.

3. This plan is a voluntary, cooperative agreement among public and private organizations. Participating organizations may agree to provide available resources to others and allow their resources to be temporarily directed by another organization or command structure, though each participating organization maintains ultimate control of their own resources and personnel.
4. The participants of the Regional Disaster Plan commit to the principles of the Incident Command System (ICS) for multi-incident, multi-jurisdictional disaster response. Three Emergency Coordination Zones are utilized in coordinating a broad range of disaster functions, while the King County Emergency Operations Center (EOC) serves as an information clearinghouse among the zones.

D. Limitations

1. Should Zone coordination efforts fail to function for any reason, jurisdictions and organizations within a zone can circumvent the zone process and coordinate directly with the King County Emergency Operations Center (EOC) or with another Zone Coordination Center.
2. Zone-based emergency coordination has been successful for the fire service, but is new to other participating disciplines. Non-fire participants may require time to develop Zone-based coordination capabilities.

II. CONCEPT OF OPERATIONS

A. General

1. Response activities will be managed utilizing the Incident Command System.
2. Specific zone coordination procedures are detailed in this Appendix.
3. Some “Regional Service Providers” whose normal operations span multiple emergency response zones may use a single point of coordination provided through either the Seattle or King

County EOC (e.g. public health, banking & finance, energy, transportation, information & telecommunications, agriculture, emergency services, chemical industry, food, water, etc).

4. In the event of a disaster, local and agency EOC/ECCs will activate, and proclaim an emergency if appropriate.
5. Resources that are committed to disaster response operations will be under the immediate direction of the on-scene command structure, which may be led by a single agency, or a unified command structure.
6. Resources recalled by their home agency and engaged in operations may not be immediately released if doing so, in the judgement of the Incident Commander causes a life safety risk. Every effort will be made to release these resources as quickly as possible.
7. Each participating organization has ultimate control of its own resources. Participating organizations can choose to, or not to, provide assistance to those affected by a disaster event.
8. Even if an organization chooses to provide assistance in the form of equipment or personnel, these resources can be recalled from the affected incident site, given oral or written notice from the lending organization onto the on-scene Incident Commander or Logistics Section Chief. (See Omnibus Legal and Financial Agreement, under Article X – Loans of Equipment and Article XII – Loans of Personnel.)

B. Initiating the Plan

1. Any participating organization, at risk of being overwhelmed, will first use appropriate internal resources, then use any available mutual aid or commercially available resources.
2. If further support is needed, the elected official or their designee of the affected organization will proclaim an emergency, then contact their designated Zone Coordination Point of Contact and/or the King County EOC to request further assistance.

C. Role of the King County Emergency Operations Center

1. The King County Emergency Operations Center will serve as a regional information and coordination clearinghouse. It will collect, monitor, and distribute damage information and will find

and communicate the status of resources and services that have been requested and those resources and services that are available among the zones.

2. The King County EOC will not provide direction to the Zone Coordination functions but may assist in coordination of the deployment of resources.
3. King County government may be part of Zone Coordination activities and functions when unincorporated areas of the county are affected, or when King County-owned assets are affected in municipal areas.
4. The King County Office of Emergency Management and the Emergency Operations Center may also act as a single point of contact for the activation of this Regional Disaster Plan.

D. Role of State and Federal Governments

1. The State Emergency Operations Centers (EOC) at Camp Murray will be contacted initially by the King County EOC or the affected jurisdictions. As the event unfolds the affected jurisdiction and the King County EOC will send the State EOC regular situation reports with current damage assessments, information about current hazards and life-safety threats, the status of the response operations and incident action plans.
2. The State EOC will receive requests for resources that have not been found in geographic King County. Should the resource requests be beyond what can be acquired in the State, the State EOC will request appropriate Federal assets and services.
3. Those state-recognized separate emergency management jurisdictions that request assistance from the state may receive resources from a variety of places / providers. In a region-wide event, State and Federal resources may be coordinated through the King County EOC and then provided for support of the on-scene command structure.

E. Role of Each Zone

1. Zone 1 (northeast area of King County) will coordinate city-by-city and report to a Zone Coordination center in City of Bellevue.
2. Zone 3 (south area of King County) will operate through established discipline coordinators who will operate from the

King County EOC. Those disciplines include law enforcement, fire, public works, schools, business, cities, water/sewer, hospitals, etc. and will have a “Zone Representative” that coordinates their respective discipline within Zone 3.

3. Zone 5 (City of Seattle) will operate out of its Emergency Operations Center.

III. RESPONSIBILITIES

See the tabs following this main document for the procedures and protocols of Zone Coordination activities.

All Participating Organizations

In Preparation for an Event:

- Assist in the development of zone procedures.
- Develop a mechanism for proclaiming an emergency.
- Establish internal staff coordination and information reporting procedures.
- Develop basic procedures for any physical locations to be used for coordination.
- Assemble a list of emergency contacts and / or zone coordinators.
- Review relevant emergency plans
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements held by Zone agencies.
- Develop plans to accommodate incoming mutual aid (or other) resources.
- Develop a method to either 'activate' a coordination center or 'activate' functional area personnel.
- Each organization maintains an available resource list.

In Response to an Event:

- Proclaim an emergency if appropriate.
- Implement the plan and utilize the Incident Command System to manage response operations.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Contact functional lead and / or jurisdictional leads.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Appropriate zone coordinators make contact with the County; report damage and status information.
- Demobilize and provide an activity report and final documentation in a timely manner.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.

King County Emergency Operations Center

In Preparation for an Event:

- Develop Regional Plan activation procedures.
- Ask County departments to review and update operational and business continuity plans.
- Maintain lists of primary contact phone numbers for county and zones.
- Develop exercises and test procedures for the implementation of the Regional Plan.
- Inventory and manage Operations Center equipment essential to zone and Regional Plan support.
- Provide Zones and other regional private service providers such as utilities, disaster relief agencies, large employers, etc. with technical and coordination assistance

In Response to an Event:

- Proclaim an emergency if appropriate.
- Activate the Emergency Operations Center.
- Make contact with Zones; collect damage and situation reports.
- Coordinate resource requests between Zones.
- Coordinate resource requests beyond County capability with the State EOC.
- Assess Zone capabilities and provide a prompt reply to any request for support.
- Document all communications, decisions, activities, and the deployment of resources.
- Demobilize and provide an activity report and final documentation in a timely manner.
- Provide technical assistance and coordination to Zones and other regional private service providers such as utilities, disaster relief agencies, large employers, etc.

Tab 1: Zone 1 Functions and Protocols

Zone 1 Emergency Planning Committee

In Preparation for an Event:

- Develop a mechanism for proclaiming an emergency.
- Select a Coordination Center site.
- Develop procedures for the Coordination Center.
- Work with each city to identify a point of contact who will gather and disseminate damage information, resource requests, and response priorities.
- Work with each city on their emergency plans; ensure that these plans include operational directions for the “point of contact” concept.
- Ensure that functional areas are represented through city contacts. If not, identify points of contact for functional areas.
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional roles.
- Develop plans to accommodate incoming mutual aid (or other) resources.
- Consult on and/or review educational programs targeted toward the community on disaster preparedness basics.

Zone 1 Coordination Function

In Response to an Event:

- Cities proclaim an emergency if appropriate and obtain state mission number.
- Activate the Coordination Center. Any Zone 1 signatory to the Regional Disaster Plan is authorized to activate the Zone 1 Coordination Center.
- Make contact with other cities; determine who will be (physically) staffing the Coordination Center. These representatives must be someone who has authority to commit local resources and who has experience with their local emergency operation center or emergency management team.
- Make contact with the County; report damage and status information.
- Monitor use of Zone 1 community resources.
- Make requests for resources or assistance as needed.
- Assess internal capabilities and provide a prompt reply to any request. Requests may be:
 - internal within Zone 1 needing no King County coordination;
 - from agencies in Zones 3 or 5 which would be coordinated through King County;
 - from Zone 1 to other Zones which would be coordinated through King County
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Non-municipal agencies (such as hospitals, school districts, businesses, non-profit organizations, etc.) make and maintain contact with the government of the City in which they are primarily housed.
- Demobilize and provide an activity report and final documentation in a timely manner.

Tab 2: Zone 3 Functions and Protocols

Zone 3 Emergency Planning Committee

In Preparation for an Event:

- Organizations develop a mechanism for proclaiming an emergency.
- Work with each functional area, e.g., schools, to identify a “Coordinator.”
- Develop procedures for Coordinators to ‘activate’ themselves so that they may gather and disseminate damage information, resource requests, and response priorities.
- Ensure that procedures identify whether and/or when Coordinators will work out of the King County Emergency Operations Center.
- Work with each city on their emergency plans; ensure that these plans include operational directions for using functional Coordinators.
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements held by Zone agencies.
- Develop procedures to accommodate incoming mutual aid (or other) resources.
- Inventory and manage response equipment within the Zone.

Zone 3 Coordination Function

In Response to an Event:

- Proclaim an emergency if appropriate and obtain state mission number.
- “Activate” functional Coordinators.
- Activate Zone 3 Coordination Center within the King County Emergency Operations Center.
- Make contact with functional areas to get damage reports.
 - Make contact with the County; report damage and status information.
- Send functional representatives to work out of the County EOC.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Utilize the Incident Command System to manage response operations.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.
- Demobilize and provide an activity report and final documentation in a timely manner.

Tab 3: Zone 5 Functions and Protocols

City of Seattle (Zone 5)

In Preparation for an Event:

- Review operations plan for the Emergency Operations Center.
- Review and update Line of Succession lists and phone numbers.
- Review and update functional areas for operational and business continuity plans.
- Develop and test plans for Zone coordination.
- Review training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements.
- Review or develop procedures to accommodate incoming mutual aid (or other) resources.

Zone 5 Coordination Function

In Response to an Event:

- Activate the “Seattle Disaster Readiness and Response Plan” and the Emergency Operations Center.
- Proclaim an emergency if appropriate and obtain state mission number.
- Make contact with the County; report damage and status information.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Utilize the Incident Command System to manage response operations.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.
- Demobilize and provide an activity report and final documentation in a timely manner.